



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

OFFICER TO THE REGIONAL COUNCIL #413

\$76,221 - \$99,088 per year

INTERNAL RECRUITMENT ONLY

Application Deadline: Friday, October 1, 2010

THE POSITION

This is an at-will position employed through an annual contract. The position reports to the Director of Government and Public Affairs. This position will be responsible for managing programs and services in support of the Regional Council and policy committees.

DESCRIPTION OF DUTIES

- Acts as a liaison between the SCAG departments and the Regional Council members.
- Provides staff support or other specified duties to the Regional Council on administrative issues and as directed by the Executive Director
- Manages projects and assignments to facilitate effective Regional Council operations.
- Coordinates functions with the Executive Director, Deputy Executive Directors, General Counsel, SCAG departments, other public and private entities and citizen groups; provides information and services.
- Prepares and oversees, based upon a clearly defined schedule, the preparation of Regional Council and policy committee agenda packets, including coordinating and reviewing agenda material, finalizing agendas and overseeing distribution of agenda packets.
- Supervises the preparation, posting and distribution of notices of public meetings.
- Coordinates the posting of agendas, attachments and other official notices on the Agency's website
- Establishes a procedural manual and checklist for the production of the Regional Council and Policy Committee agendas
- Attends all meetings of the Regional Council.
- Coordinates the recording and maintenance of the Regional Council's official minutes and actions.
- Oversees the maintenance and dissemination of Regional Council actions, relative to resolutions, correspondence and reports.

- Plans, organizes, assigns, directs, evaluates and reviews the work of assigned staff; trains assigned and other SCAG staff, as required.
- Monitors and maintains current knowledge of developments related to Regional Council administrative matters; evaluates their impact upon SCAG operations and recommends and implements policy and procedural improvements.

IDEAL CANDIDATE QUALITIES

- Supervisory experience
- Knowledge of SCAG programs, policies, and operations
- Ability to develop a plan of support and service for Regional Council members
- Ability to evaluate the agenda preparation process and make it more effective
- Familiarity with Brown Act meeting requirements
- Ability to communicate effectively in oral and written communications

ESSENTIAL QUALIFICATIONS

Minimum Qualifications

Any combination of training and experience that demonstrates attainment of the required knowledge and ability to perform the required work.

Education, Training and Experience: Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, public policy is desirable or a related field and eight years of increasingly responsible public agency administrative experience that included significant contact with elected officials and lead or supervisory experience is desirable. While not required, previous experience or training as a City clerk or Assistant City clerk would be desirable.

Knowledge of:

Public meeting procedures and requirements; modern office procedures, methods and computer equipment; staff procedures relating to meeting of the Regional Council and other policy or administrative committees; supervisory methods and techniques.

Ability to:

Plan and organize work to meet deadlines; prioritize work and effectively resolve workload issues; review and edit documents for accuracy and completeness; supervise the work of others; take minutes notes and transcribe recorded minutes; prepare clear and concise correspondence and reports; create and maintain accurate files, records, and spreadsheets; establish and maintain effective working relationships with staff, managers, and elected officials and; independently organize and complete assigned responsibilities; perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; understand the organization and operation of SCAG and of outside agencies as necessary to assume assigned responsibilities.

APPLICATION AND SELECTION PROCEDURE

Applicants must submit a completed SCAG application by the end of business, Friday, October 1, 2010. Qualified applicants will be invited to participate in the selection process based on the application materials submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, and oral board interview.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- Pre-employment medical and drug screening may be required prior to hire.
- Supervisor, manager and director positions are employed through an annual contract.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees participate in a cafeteria plan in which they may choose from three HMO and three PPO CalPERS health plans, two dental plans and a vision plan. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$100,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7%

contribution. ICMA 457 deferred compensation plan is available and SCAG provides a match of 3% of yearly salary up to \$3,500 per year. Employees do not pay Social Security.

- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year.
- **Sick Leave:** Employees accrue sick leave at the rate of one day per month.
- **Health, Dependent Care, & Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, & parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$230 per month towards bus, vanpool, or Metrolink pass or up to \$35 per month for ridesharing. To receive this benefit, employees must utilize one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.